DOCUMENT RESUME

ED 025 276 LI 001 149

Nebraska's Plan for Library Service. Section I. Regional Organization for Nebraska's Public Libraries.
Nebraska Library Association.
Pub Date 67
Note- 40p.
EDRS Price MF-$0.25 HC-$2.10
Descriptors- *Library Cooperation, Library Facilities, Library Materials, Library Planning, *Library Services, *Library Standards, Personnel, *Public Libraries, Regional Cooperation, *Regional Libraries
Identifiers- *Nebraska

This is a revision of "Regional Organization for Nebraska Libraries" published in 1962, which described the statewide program for library cooperation begun in 1962, proposing a regional pattern to involve all public libraries and establishment of minimum standards for the libraries designated as regional library centers. In the present edition standards for regional centers have been revised to conform to the American Library Association's "Minimum Standards for Public Library Systems," 1966. The document proposes a new regional pattern for library service to include twenty regions. Listed for each proposed region are the public library or libraries responsible for developing regional library service for the area, the number of counties served, the area in square miles, the total population, the population with no library service, the number of public libraries, and the assessed valuation. (CC)

LI 001 149

ERIC/CLIS
DEC 16 '68
UNIVERSITY OF MINNESOTA

REGIONAL ORGANIZATION FOR NEBRASKA'S PUBLIC LIBRARIES

ED025276

A PLAN WITH MINIMUM STANDARDS

LI 001 149

REVISED
1967

NEBRASKA'S PLAN FOR LIBRARY SERVICE

Section I

REGIONAL ORGANIZATION FOR NEBRASKA'S PUBLIC LIBRARIES

ED025276

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

Nebraska Library Development Committee
Nebraska Library Association
1967

NEBRASKA LIBRARY DEVELOPMENT COMMITTEE

COLLEGE AND UNIVERSITY LIBRARIANS

Miss Laura Berge, Hiram Scott College, Scottsbluff
Mr. Eugene Johnson, University of Nebraska, Lincoln
Miss Reta King, Chadron State College, Chadron
Miss Ellen Lord, Chairman, University of Omaha, Omaha
Miss Vivian Peterson, Midland College, Fremont
Miss Kathryn Renfro, University of Nebraska, Lincoln

SCHOOL LIBRARIANS

Mrs. Henrietta Ludington, Omaha
Mrs. Kathryn Lundgren, Scottsbluff
Mrs. Dorothea Miller, Grand Island
Miss Helen Oeschger, Omaha
Mr. Bill Robertson, Lincoln
Miss Carol Young, North Platte

PUBLIC LIBRARIANS

Mr. Charles Dalrymple, Lincoln
Mr. Frank Gibson, Omaha
Mr. John Kopischke, Scottsbluff
Mrs. Eleanor Manning, Thedford
Mr. Edward Newman, Omaha
Miss Roberta Lawrey, Grand Island

TRUSTEES

Mrs. Ola Almquist, Valentine
Mr. Edward Shapiro, Norfolk

EX-OFFICIO

Miss Louise Nixon, Executive Secretary
Miss Jane Pope, Consultant
Miss Harriet Lute, Consultant

Nebraska Public Library Commission

NEBRASKA'S PLAN FOR LIBRARY SERVICE

Introduction:

Nebraska's Plan for Library Service is a revision and expansion of *Regional Organization for Nebraska Libraries* published in 1962. This earlier publication set up the original outline for library systems and cooperative planning for Nebraska public libraries. It has been in operation for five years and has provided a successful foundation for stronger and broader library service throughout the state. Under the plans and policies which it outlined, twelve regional systems are developing and six others have been projected. Cooperation in many forms has been undertaken successfully. Librarians, trustees, and the general public have been made aware through demonstrations and conferences of Nebraska's potential for library service to all its citizens.

The accomplishments of the past five years and the challenge for future progress make apparent the need for further planning. The original plan outlined two areas of recommendations: (1) the development of a suggested regional organizational pattern which would include all public libraries of whatever size, and (2) the establishment of minimum standards for those libraries recommended as regional library centers. The second edition makes revisions in both of these areas.

The organization of regional centers has demonstrated the desirability for certain changes in boundaries and in patterns of cooperation. Adjustments have been made to create regions more completely harmonious with expressed preferences in alignment and natural access in several areas. In those regions extensive in size three units of the system have been projected to act as cooperating branches of the regional system.

The standards for regional centers have also been revised in line with the American Library Association's *Minimum Standards for Public Library Systems*, 1966, which updates the earlier *Public Library Service: A Guide to Minimum Standards*, 1956. The original standards for Nebraska were based on the 1956 edition. The new version places even greater emphasis on cooperative alignments to provide a flexible operative library network. *Nebraska's Plan for Library Service* outlines new standards for regional libraries based on those set forth by the American Library Association. However, the Nebraska standards are minimum and are based on a knowledge of Nebraska's potential.

A further factor in necessitating a wider approach to a state plan for library service grows out of the increasing emphasis on library cooperation not only for public libraries but also among libraries of all types - public, college and university, school, and institutional. Federal programs are predicated on this movement. The original

edition of the Nebraska plan was developed for public libraries. Section I of the new edition concerns itself with public libraries only. It is hoped that continuing sections may be developed to include libraries of all types.

The progressive cooperative spirit of the past five years under the original plan has brought outstanding progress for library service in Nebraska. The Committee feels confident that the next five years under the aegis of the new plan will culminate in strong library service in all areas and for all citizens.

Miss Ellen Lord
Chairman
Nebraska Library Association
Library Development Committee

In establishing the regions around these twenty libraries, trade areas, highways, and community interests have been followed as closely as possible. An attempt has been made to equalize the population of the areas, and to insure an assessed valuation (35% of total for tax purposes*) of $100,000.

Some adjustments have been made in this revision - counties expressing a preference have been shifted to different regions.

REGION I

See Region IV.

REGION II

Omaha Public Library in cooperation with 19 public libraries in Burt, Washington, Douglas, Sarpy and Cass counties is developing regional library service for the area.

The total area population, assessed valuation*, population without public library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
5	1,994	414,887	73,954	20	$912,894,140

REGION III

Nebraska City-Auburn-Falls City public libraries in cooperation with 13 other public libraries in Otoe, Pawnee, Nemaha, Johnson and Richardson counties will develop regional library service for the area.

The total area population, assessed valuation*, population without library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Population	Pop. with no Lib. service	No. of Public Lib.	Assessed Valuation
5	2,374	51,142	26,450	16	$130,457,669

REGION IV

Norfolk, Wayne, Pender and South Sioux City libraries in cooperation with 28 other public libraries in Dakota, Dixon, Thurston, Madison, Stanton, Pierce, Wayne, Antelope, Knox and Cedar counties will develop regional library service for the area.

(This is a combination of former Regions I and IV.)

The total area, population, assessed valuation*, population without library service, and number of public libraries is as follows:

Number of Counties	Area Sq. Mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
10	5,962	113,964	60,554	32	$282,035,224

REGION V

Fremont Public Library in cooperation with 12 public libraries in Dodge, Saunders and Cumings counties will develop public library service for the area.

The total area, population, assessed valuation*, population without public library service, and number of public libraries is as follows:

Number of Counties	Area Sq. Mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
3	1,856	62,176	26,901	13	$180,330,602

REGION VI

The Lincoln-Lancaster County Library in cooperation with 2 public libraries in Seward county and 5 public libraries in Saline county will develop regional library service for the 3 county region.

The total area, population, assessed valuation*, population without local library service, and number of public libraries is as follows:

Number of Counties	Area Sq. Mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
3	1,992	181,395	13,516	8	$397,290,085

REGION VII

Should Gage County decide not to join Region XI it may wish to stand as a separate region.

REGION VIII

The Grand Island-Hall County Library in cooperation with 7 other public libraries in Greeley, Howard, Merrick and Sherman counties will develop regional library service for the area.

The total area, population, assessed valuation*, population without public library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
5	2,713	60,638	27,949	11	$164,927,731

REGION IX

The Columbus Public Library in cooperation with 16 other public libraries in Platte, Boone, Colfax, Nance, Polk and Butler counties is developing regional library service for the area.

The total area, population, assessed valuation*, population without public library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
6	3,213	65,878	35,796	17	$199,816,406

REGION X

York Public Library and the Aurora Public Library in cooperation with 12 other public libraries in Hamilton, Fillmore and York counties will develop regional library service for the area.

The total area, population, assessed valuation*, population without public library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
3	1,695	31,863	17,748	9	$116,734,760

REGION XI

Beatrice and Fairbury public libraries in cooperation with 8 other public libraries in Gage, Jefferson and Thayer counties will develop regional library service for the area.

The total area, population, assessed valuation*, population without library service, and the number of public libraries is as follows:

Number of Counties	Area sq. mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
3	2,012	47,556	23,412	10	$121,404,453

REGION XII

Hastings Public Library in cooperation with 10 other public libraries in Adams, Clay, Nuckolls, and Webster counties is developing regional library service for the area.

The total area, population, assessed valuation*, population without public library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
4	2,286	52,102	12,359	11	$137,304,666

REGION XIII

North Platte Public Library in cooperation with 3 other public libraries in Lincoln, Keith and Perkins counties will develop regional library service for the area.

The total area, population, assessed valuation*, population without public library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
3	4,480	40,638	16,605	4	$134,699,996

REGION XIV

McCook Public Library in cooperation with 10 other public libraries in Red Willow, Frontier, Hitchcock, Hayes, Dundy and Chase counties will develop regional library service for the area.

The total area, population, assessed valuation*, population without public library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
6	4,966	31,886	16,298	11	$109,761,945

REGION XV

Kearney, Lexington, Cozad and Gothenburg public libraries in connection with 5 other public libraries in Buffalo and Dawson counties are cooperating to develop regional library service for the area.

The total area, population, assessed valuation*, population without public library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Popula-tion	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
2	1,931	45,641	14,610	9	$132,422,219

REGION XVI

The South Central Regional Library developed by the cooperation of the Holdrege-Phelps County Library with the public libraries of Harlan, Franklin, Kearney and some in Furnas will be extended as other libraries and counties are ready to join. There are 17 public libraries in this region with 11 of them now permanently part of the South Central Regional Library. The sixth county in the region is Gosper.

The total area, population, assessed valuation*, population with public library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Popula-tion	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
6	3,394	37,110	6,061	17	$131,100,754

REGION XVII

Western Plains Regional Library, in cooperation with 5 other public libraries in Cheyenne, Deuel, Banner and Kimball counties are developing regional library service for the area.

The total area, population, assessed valuation*, population without public library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Popula-tion	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
4	3,312	27,197	11,474	7	$118,330,227

REGION XVIII

Northwestern Nebraska Regional Library, Scottsbluff, Alliance and Chadron public libraries with 15 other public libraries in Box Butte, Dawes, Gorden, Morrill and Scotts Bluff counties are developing regional library service for the area.

The total area, population, assessed valuation*, population without public library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
6	8,343	68,137	23,597	15	$194,846,234

REGION XIX

Upper Sandhills Regional Library, O'Neill and Valentine public libraries in cooperation with 10 other public libraries in Northern Cherry, Sheridan, Keya Paha, Brown, Rock, Boyd and Holt counties are devleoping regional library service for the area.

The total area, population, assessed valuation*, population without public library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
7	12,373	42,364	15,930	12	$151,589,601

REGION XX

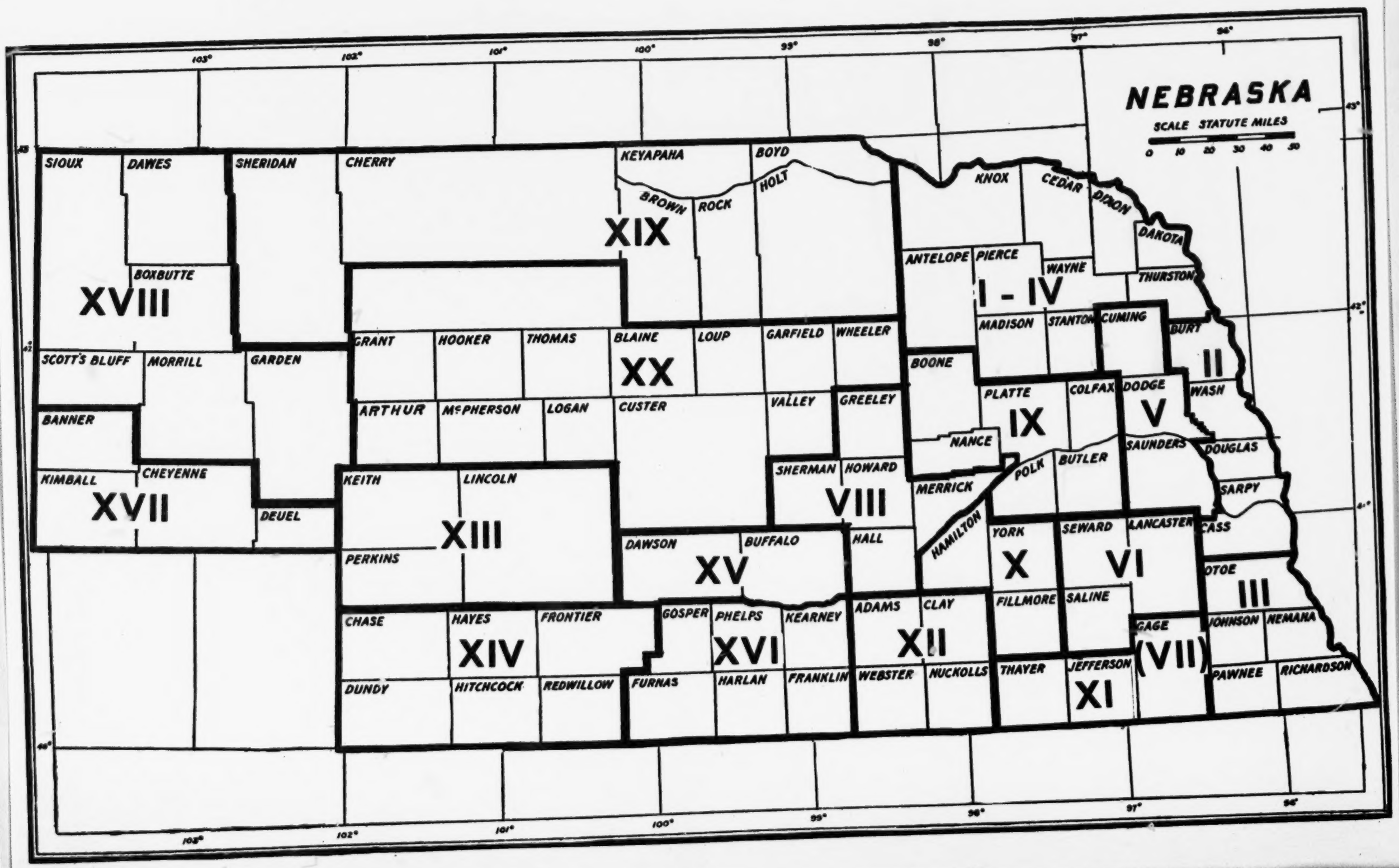
Lower Sandhills Regional Library, Broken Bow Public Library, Grant, Hooker and Thomas County Libraries in cooperation with 17 other public libraries are developing regional library service for the area. This will include Southern Cherry, Grant, Hooker, Thomas, Blaine, Loup, Garfield, Wheeler, Valley, Custer, Logan, McPherson, and Arthur counties.

The total area, population, assessed valuation*, population without public library service, and number of public libraries is as follows:

Number of Counties	Area sq. mi.	Population	Pop. with no lib. service	No. of Public Lib.	Assessed Valuation
12½	21,821	35,756	14,000	21	$132,293,724

There are a number of community libraries not supported by public funds but giving public library service to their communities. These libraries have not been included in this study but might well wish to cooperate.

PROPOSED REGIONAL ORGANIZATION



MINIMUM STANDARDS FOR REGIONAL LIBRARY CENTERS

A) Structure and Government

B) Service

C) Materials

D) Selection, Organization and Control of Materials

E) Personnel

F) Physical Facilities

A) STRUCTURE AND GOVERNMENT OF LIBRARY SERVICE*

Every individual has a right to benefit from the record of what is known, whether he lives in a big city, a suburban community, a small town, an unincorporated area, or a rural district. Even though local resources are limited, public officials and librarians have the responsibility for providing access to full library service, through a suitable and effective structure of cooperation and government.

This structure--whether a single local taxing authority, a federation of autonomous local governments, or any other viable cooperative arrangement--should provide a flexible, operative library network, effectively linking the libraries of the states and the nation. Appropriate levels of service and levels of resources must be defined and maintained through creative statewide planning and adequate financial support (local, state, and national). Everyday library needs of people must be met at the local level. Their intermediate and specialized needs should be provided through reference, resource, and bibliographic centers, and other devices as may be developed. Regional centers may be large public libraries with extensive collections; they may be specially designated and newly created service and resource centers; they may be non-public libraries; or they may be any effective combination or association of agencies and governments. Once the fundamental concept of levels of service and levels of resources is understood, defined and appropriately funded, quality public library service will be provided economically and universally.

I PUBLIC LIBRARY SERVICE SHOULD BE UNIVERSALLY AVAILABLE

Universal library service is in keeping with the ideal of equal opportunity for every individual.

Every individual should have access to library service freely available in his local community and convenient and planned access to the full range of modern library facilities provided by community, area, state, regional and federal library agencies.

By developing plans for joint and cooperative programs, libraries will be linked together in a network that equalizes library opportunity and brings the resources of the strongest libraries to all. Each separate taxing authority in the country cannot and should not maintain the full range of library resources. Large cities and populous counties should be able to do so, by providing in one or more centers those facilities which meet standards, even though they are not achieved in every neighborhood unit of the library. Groups of smaller taxing authorities can provide access to resources which meet standards by operating in library systems. The immediate availability of quality facilities and/or services will differ from locality to locality, depending on population and wealth.

II A COMMUNITY LIBRARY SHOULD BE EASILY ACCESSIBLE TO EVERY USER, CONNECTING HIM WITH THE TOTAL RESOURCES OF HIS AREA, STATE, AND THE NATION

The community library, as the unit in the library system closest to the reader, may be: (a) a village, township, or city library; (b) a branch or affiliated agency of a city, county or regional library; (c) a bookmobile,

*American Library Association....Minimum Standards for Public Library Systems, 1966. Chicago, ALA, c1966.

trailer or other mobile unit serving a number of communities; (d) in remote or more isolated areas, direct mail service from an appropriate service center.

The community library, whenever possible, should have sufficient resources to provide the most frequently requested materials from its own collection; should be easy to reach and to use; and should be a part of a system of libraries with which it has a clear and official relationship.

The community provides access to the widest possible range of library services and materials by regular communication within the system.

In those areas of the country where isolation or extreme sparseness of population makes the maintenance of a local library impracticable, special provisions should be made for stations or for regular delivery service, and for personal use of the nearest library facility by residents of such an area. Ingenious use of new media of communication makes it possible to carry information about available library resources to isolated persons, to be supplied by rural mail delivery or other appropriate devices.

III HEADQUARTERS UNITS OF LIBRARY SYSTEMS, OPEN TO EVERY RESIDENT OF A NATURAL REGION, SHOULD MAKE AVAILABLE THE ESSENTIAL RESOURCES AND PERSONNEL OF MODERN LIBRARY SERVICE

The headquarters unit may be: (a) the main unit of a city library; (b) a city library which gives central library service to communities outside the city, under contractual agreements; (c) the main unit of a county, multi-county or regional library; (d) one or more libraries designated from a group of libraries banded together to provide modern library service; (e) a unit established and maintained by the state government.

The headquarters unit, which may also serve as a local library for the people nearby, furnishes at least the following:

A comprehensive collection of book and nonbook library materials to cover the general as well as special interests in its area.

Important nonprint materials of communication, such as educational films, filmstrips, recordings, and tapes.

Professional personnel for reference and reader's advisory assistance to adults, children, young people; individual and group reading aid; audio-visual services; and personnel specially trained for subjects of specialized interest to the region or to meet the needs of special groups, e.g., the under-educated, handicapped, homebound.

The necessary supporting and bibliographic information, or access thereto, to locate facts and specialized resources in the area, the state and the nation.

IV THE HEADQUARTERS UNIT AND THE COMMUNITY LIBRARIES IN A NATURAL AREA SHOULD FUNCTION COOPERATIVELY FOR LIBRARY SERVICE

A library system provides the various services and activities which enable a group of libraries to achieve standards beyond the financial reach of each individually.

Member libraries in a library system should maintain reciprocal borrowers' privileges, so that any person in the geographic area concerned may use materials in any library within the system, whether by direct access or through inter-library loan.

All possible administrative and organizational means should be employed to extend local and area-wide resources, and should include:

(a) Regular and frequent exchange of materials among member libraries and the headquarters unit.

(b) Cooperative evaluation and selection of materials to avoid unnecessary duplication, to allow for orderly growth of collections, and to insure the acquisition of specialized and expensive materials of area-wide interest.

(c) Necessary inventory and record keeping to encourage and facilitate inter-library loan, exchange of bibliographic information and other auxiliary services.

Supportive services for the system should be organized for the greatest economy and efficiency, and should include:

(a) Access to centralized purchasing of library materials, supplies and equipment.

(b) Access to centralized cataloging and preparation of materials.

(c) An organized program of staff guidance, orientation and in-service training.

(d) Sharing of specialized personnel--professional, technical and clerical.

V PUBLIC LIBRARY SYSTEMS SHOULD HAVE A CLEAR LEGAL BASIS FOR ESTABLISHMENT, GOVERNMENTAL ORGANIZATION AND FINANCIAL SUPPORT

The authority for establishing library service at public expense rests on the state's responsibility for education and welfare.

The establishment and maintenance of public library service should be explicit in the state law.

The responsibility of state library agencies for guiding, strengthening and reinforcing local service should be specified by law.

State law should provide for the encouragement and establishment of the library systems, whether by consolidation, federation and/or contractual arrangements, and should provide adequate financial assistance for the support of such inter-library cooperation.

VI THE COMMUNITY LIBRARY SHOULD BE AN INTEGRAL PART OF LOCAL GOVERNMENT

The community library renders a public service that affects public policy; therefore it must be supported basically with public monies.

The cost of public library service should be borne by the appropriate governmental units. The practice of providing service through non-resident fees

delays the assumption of responsibility of governmental units and should be eliminated.

Every local library should be under the jurisdiction of an appropriate public body or official, appointed or elected under legal public authority, and responsible to the government of the locality.

The public library should follow established fiscal and related procedures in the jurisdiction of which it is a part.

The public library should have full opportunity and regular channels for presenting its financial and other needs to the government which maintains it.

Gifts, endowments or other specially earmarked funds presented to or held by the library for the furtherance of library service should remain under the exclusive control of the library and should not be diverted to other purposes in the general funds of the local government jurisdiction. Nor should the receipt of gift funds or of state and federal aid monies be used as a reason for decreasing or depressing local tax support to a level less than that necessary to meet standards.

The community library should report annually and regularly to local authorities, and to the public.

The community library should have such freedom to recruit professional and related personnel and to purchase library materials as will insure quality, efficiency and economy.

VII THE COMMUNITY LIBRARY SHOULD BE UNDER THE GENERAL GOVERNMENTAL CONTROL OF CAPABLE AND INTERESTED OFFICIALS

Most public libraries in the United States are governed by boards composed of interested lay trustees. This form of government has frequently enlisted the active leadership and support of capable and dedicated citizens. Some public libraries are directly responsible to elected or appointed local officials such as the city manager. Whatever the governmental authority, service in accordance with these standards requires strong policy direction and backing from officials who have the public interest at heart. Where there is a board of trustees, the following standards apply:

Trustees should be selected or elected in accordance with state law for their value in interpreting the needs of the community, providing governmental leadership and establishing and maintaining sound library policy. They should not be chosen for partisan reasons.

The term of office for trustees should be clearly established by law, setting forth definite staggered terms and providing for the periodic retirement of officers and members of the library board in order to involve more citizens in library activities and to replace inactive or uninterested persons.

VIII THE FUNCTIONS OF THE GOVERNMENTAL AUTHORITY AND OF THE LIBRARY DIRECTOR SHOULD BE CLEARLY DIFFERENTIATED

The governmental authority or library board carries full legal responsibility for the agency and is the legislative body. In practice, the governmental

authority and chief librarian share the responsibility for establishing and revising library policies. They and the library staff have an obligation to insure and preserve through the public library freedom of access to knowledge. They all share the task of public relations and of interpreting the library to the public and the community of which it is an integral part.

Cooperatively the library director, staff and governmental authority should study, plan and develop the library's policies.

The authority, in most instances, selects and appoints the library director who serves as chief administrator with full professional responsibility for personnel selection and management, the development and administration of programs, services, and the selection of materials.

When the library director independently changes or fails to follow established policy, or when the governmental authority engages in direct management, one or both are violating standards of sound administration.

In systems of libraries in a manner agreed upon by its members, the delegation of administration, relating to the system's operation may be made to a central agency, to a newly established service center, or to any member of the library system. System members should also determine the composition of the system's board and its duties and responsibilities. This should be in accordance with state library regulations, if such exist. If no such regulations exist, then the designation of a system board shall be a joint decision of all system members.

IX THE PUBLIC LIBRARY SHOULD HAVE ITS OWN INDEPENDENT GOVERNING AUTHORITY

The public library and the public school are companion educational agencies but their community responsibilities differ considerably, both in function and in scope. Each deserves high-level administration and financial support which is directed specifically to its particular purpose.

The library should have its own separate board, funds, and staff, if the taxing authority of a public library corresponds with that of a public school.

X PUBLIC, SCHOOL AND ACADEMIC LIBRARIES SHOULD WORK TOGETHER TO PROVIDE COORDINATED SERVICE TO STUDENTS

The public library has functions related to but differing from those of the school library or the academic library. The public library is primarily concerned with providing the needs of the student as an individual and a member of the community. School and academic libraries give priority to the demands created by the curriculum and what it requires of the students. The services of each supplement and complement those of the others. The student benefits from each, and cooperative planning results in extension of resources and not duplication. The public library also gives the student experience in using the facility which will be his major library resource after he leaves school.

Public library planning and activities should be designed to encourage the growth of school and academic libraries, the development of centralized school library programs, and the attainment of school library standards.

There should be continuous joint planning on a local and area-wide basis among those responsible for public, school, college and university library service. This should be based on a thorough knowledge of the basic functions of each agency so that complete and coordinated library service may be provided to all students.

The public library must have an extensive variety of book and serial titles which it is not economically feasible for each school library to duplicate. The public library therefore becomes a resource center for elementary and secondary students. Conversely, school libraries will provide duplication of titles needed in quantity by students in their school work.

XI A STATEWIDE PROGRAM OF SERVICES SHOULD BE PLANNED COOPERATIVELY TO SUPPORT LIBRARY SYSTEMS

Library systems within a state should function together to make the full resources of the state available to all residents. In their network-planning approach, systems should include the resources and services of all types of libraries: public, school, academic, research and special--as well as any area bibliographic and resource centers.

Each state library agency should have the authority, responsibility, and necessary financial support to plan and coordinate library services at local, intermediate and state levels. Some states have several library agencies performing the different library functions at the state level; references, therefore, to a state library agency are to a unified state library agency or to the several appropriate agencies performing those functions specified.

In addition to meeting public library standards where applicable, the state library agency should meet the following standards:

The state library agency should constantly study and review state laws affecting library service. In cooperation with appropriate legislative and professional groups, the state library agency should propose and develop legislation encouraging, promoting and supporting quality public library development and interlibrary cooperation.

The state library agency should assume a leadership role in and provide necessary funding for the development of statewide plans for all types of library services, for interlibrary cooperation, for research, and for demonstration and experimental programs that will lead to improved library service to all the people of the state.

The state library agency shall provide to the systems of libraries the following services:

Regular and frequent advisory and consultant services to librarians, board members, government officials, friends-of-the-library groups and others interested in library development and improvement.

State grants-in-aid both as a stimulus to the attainment of quality public library service and as an equalization factor for communities least able to finance sound local programs, and set standards for the allocation and distribution of such grants.

Dissemination of information relating to the present condition of library development in the state, to significant trends across the nation, to effective practices and programs and to the state-wide plans.

Promotion, stimulation and provision, as appropriate, of a regular program of inservice training and continuing education for librarians, trustees and others concerned with library development and interlibrary cooperation.

Evaluation of the effectiveness of library service on a regular frequent schedule.

To insure the acquisition, organization and availability of necessary book and nonbook resources, the state library agency should:

(a) Encourage the development of state resource centers, and subject specialization in library materials among all types of libraries.
(b) Stimulates the development of the mechanics necessary for:
    1. the development of processing centers.
    2. the exchange of materials no longer needed in individual libraries and in systems of libraries.
    3. the necessary storage of copies of important items no longer needed locally but of possible value in the future.
(c) Insure the provision of central bibliographic services, interlibrary loan among libraries and library systems, and the coordination of requests for more scholarly and specialized materials.
(d) Collect the publications of local governments.
(e) Collect and distribute significant state government publications and encourage the development of regional depository centers of them.

XII THE STATE PROGRAM FOR LIBRARY SERVICE SHOULD UTILIZE ALL EXISTING RESOURCES AND AGENCIES

State library agencies should not duplicate the resources and services of already existing facilities, especially where these are not used to capacity, or where they are too specialized and too expensive to warrant duplication. Cooperative arrangements should be made with existing agencies for the use of their materials, subject to local needs and regulations.

Special and research libraries, school libraries, college and university libraries, and large public libraries should all be utilized in a planned program of statewide library service.

XIII FINANCIAL COMPENSATION MUST BE MADE TO LIBRARIES WHEN THEIR RESOURCES ARE USED IN THE STATE'S NETWORK FOR LIBRARY SERVICE

The concept of coordination to strengthen the libraries of the state should not depend upon benefaction from one library to another. Nor should such a cooperative approach strengthen one library to the detriment of another. If one library in a system makes a service contribution and receives equivalent service returns, no financial adjustment may be necessary; but when most of the advantages flow one way, contractual or other fair-share monetary agreements must be made.

When libraries in a system or in the state contribute more than they receive whether in services or in resources, equitable financial reimbursement must be made.

Funds necessary for such reimbursement may come from one or more of the several sources:

The community which benefits
The system of which the community library is part
Special funding through the state library agency, using state and/or federal funds
Other sources which may become available

In all circumstances, planning and funding for such cooperative services should be clearly delineated and established in both system and statewide plans, subject to periodic reviews to insure continuing equitable compensation.

XIV THE FEDERAL GOVERNMENT SHOULD SUPPORT A NATIONAL PROGRAM WHICH SUPPLEMENTS AND STIMULATES LIBRARY SERVICES THROUGHOUT THE STATES

While public library service as a means of lifelong education is the responsibility of localities and states, the federal government should provide the necessary coordination and stimulation of this national resource as it does in the case of other matters of general welfare such as schools, highways and health.

The federal government should provide the necessary leadership and financial stimulation to encourage state library development in the several states as well as interstate library cooperation and coordination.

Through a program of grants-in-aid, the federal government should encourage effective national, interstate, and state library agency planning to extend and improve services at local, systems and state levels; and to encourage cooperation and coordination among all types of libraries.

The federal government should sponsor, co-sponsor and encourage national and international cooperative projects in library service and engage in research in library problems of interstate and national scope.

The federal government should provide:

(a) Advisory and consultant services relating to its grant programs and to specialized areas of service which will assist and stimulate state library agencies in the execution of their statewide responsibilities.

(b) Current statistics and information on its own library programs and services as well as on library programs, services, trends, and developments in the several states.

(c) Active advisory and financial support for library service programs in those areas where heavy population growth is due to federal projects, or where non-library grant programs result in substantial new demands for library services.

(d) For the orderly growth, development and use of national library resources. This should be done by:

(1) Maintaining bibliographic coordination of the scholarly library resources of the nation.

(2) Maintaining and supporting basic nationwide library resource collections of appropriate scope and depth, and providing for the necessary library specialists who will organize and service such collections.

(3) Encouraging appropriate federal agencies to provide and publish catalog and classification information on their own library materials and stimulating libraries throughout the nation to make use of these services.

(4) Providing, as appropriate, interlibrary loan of specialized or scholarly materials not available within the state or region.

(5) Encouraging and supervising the distribution of an adequate supply of government publications free to public libraries and stimulating the development, with in the states, of regional documents depository centers.

B) SERVICE

The aim of the public library is service to all the people. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin, and human condition. Library service reaches the individual regardless of where he lives. Through service the library staff meets the individual, helps him locate resources, furnishes materials, and aids him in its use. In short, service opens the door to knowledge. The collection is maintained for service; cataloging activities facilitate it; buildings and equipment provide the physical means for it. Service is an essential starting point for establishing standards and applying them.

Services provided by the regional library center must be planned in relation to other facilities in the community served. Standards for service must recognize the necessary variations in library programs required by different communities.

The services performed by the modern library are as follows:

Logical organization of materials for convenient use through shelf arrangement, classification, and cataloging.

Lending of materials so that they may be used in the location and at the time suited to each individual.

Provision of information service designed to locate facts as needed.

Guidance to individuals in the use of educational and recreational materials.

Assistance to civic, cultural, and educational organizations, in locating and using materials for program planning, projects, and the education of members.

Stimulation of use and interpretation of materials through publicity, displays, reading lists, story hours, book talks, book and film discussion, and other appropriate means either in the library or in community organizations.

I OBJECTIVES

The program of each regional library center and its member libraries should be focused upon clear and specific objectives. Each regional library center should adopt a written statement of clear and specific objectives, subject to periodic review and revision.

II COMMUNITY RELATIONS

The regional library center must be an integral part of the area it serves. Communities differ, as do people. A service institution such as the library must be closely related to its constituency, to the predominant interests of local people, to their beliefs and aspirations, and to their problems. The library must know of, and work with, the organized groups and established

institutions which the people maintain. It must coordinate other sources of information and ideas, avoid unnecessary duplications, and fill gaps in available intellectual resources.

A continuous as well as periodic study of the community should be made.

Library staff members should actively participate in the life of the community, its institutions and organizations.

The library should cooperate with community groups and agencies in planning their activities and carrying out their programs, and correlate its own programs to those of other community organizations.

III INTERLIBRARY RELATIONS

All regional library centers should co-operate with other libraries, e.g. special and research, school, college and university libraries, to provide service to the clientele of those libraries through supplementing and strengthening each other's service. Systematic programs should be developed providing for the reciprocal use of the resources of other libraries and library centers.

IV HOURS OF SERVICE

Library hours should be such that maximum use can be made of the facilities to satisfy all the interests of the members of the community. At the same time, the library administrator must balance the convenience of readers on the one hand and the most economical use of personnel and facilities on the other.

Libraries should be open six days a week for the full range of services during morning, afternoon, and evening hours. Sunday service should be offered where local needs and conditions warrant.

Bookmobile schedules should provide a sufficient number of stops of appropriate duration to extend the library program in an equitable way over the area not otherwise served. Regular schedules of visits should be maintained at intervals no greater than two weeks; weekly, where it is possible and useful.

V LENDING OF MATERIALS

Conditions of use should be liberal and flexible, so that persons of varied habits and responsibilities can use all library materials conveniently.

All materials should be available for use outside the library except those used frequently for reference service, and rare and fragile items. Copying equipment should be provided for individual use for duplication of single copies of materials to give maximum service to the public.

Policies for circulation should be established to insure the greatest convenience to the user and the maximum use of materials. Arbitrary limits should not be placed on the number of items lent.

Each regional library center should design lending and intra-agency loan practices which make for uniform, coordinated service over the whole area

served. It should be possible to borrow library materials from any library and return them to the same or any other library in a regional library center.

As great uniformity as possible in routine procedures should prevail among libraries in a system.

A statement of policy for liberal intra-regional exchange of library materials should be formulated in each region.

Information about the holdings of the total region should be readily available to each unit. Materials needed for temporary use should be transferred through a regular delivery service.

VI RESEARCH AND INFORMATION

The regional library center should provide to all persons and to other libraries full-time reference services consisting of factual information and research, assistance in locating needed materials on a wide range of topics and subjects, and professional guidance and interpretation.

The regional library center should provide bibliographic and informational aid; it should give guidance to materials and resources outside the library; and when appropriate it should select and assemble materials to answer subject requests.

The regional library center should provide reference services to individuals and other libraries by means of telephone, teletype, and other means of rapid communication.

The regional library center should maintain sources of information about educational opportunities for all persons.

The services of the system's specialists should be available to the staffs of member libraries and bookmobiles and through them to the users of those agencies.

Bookmobiles should carry the most frequently needed adult and juvenile informational tools. For more difficult reference problems, an efficient plan should be established for securing assistance from other agencies of the library system promptly.

VII GUIDANCE

The functions of each regional library center should include motivation of library use, guidance in location of appropriate materials, and interpretation of materials by and through personal consultation, lists of materials, instructions in the use of the library, displays, arrangement of collections, radio and television presentations.

VIII SERVICE TO GROUPS AND INSTITUTIONS

The library should have up-to-date information about organizations in the community, including personnel, purposes, and activities.

The library should have a positive program of service to the groups and organizations in its area.

The effective library will serve as a clearing house for information about the community's human and physical resources to meet individual and organizational needs.

The public library sponsors group activities inside or outside the library within the framework of its own program. Examples are: discussion groups, special subject programs, film showings, film forums, lectures, fine arts programs, play-reading groups, story-telling groups.

The library should sponsor group activities in locations where the public interests and needs are best served.

IX SERVICE TO INDIVIDUALS AND GROUPS WITH SPECIAL NEEDS

The library has the responsibility to serve all the people in the community. Therefore, it should have materials for and provide services to individuals and groups with special needs.

These individuals and groups include:

The intellectual and creative person.

The economically, educationally, and culturally disadvantaged.

The physically handicapped, such as the blind.

The home-bound, and patients and inmates of hospitals and institutions.

The senior citizen and retired persons.

Newcomers with limited knowledge of the language or the customs of the community.

Service to the above may be made available in the library or outside it, or it may be performed as a library sponsored service, or in conjunction with other concerned agencies and organizations.

X PUBLIC RELATIONS

Public relations begins with a personal approach by every member of the staff to the public, and continues with the promotion of understanding attitudes toward objectives of the library, the dissemination of information regarding operations not readily discernible by the public, and of information regarding materials, services, and activities available to the public. The program should be planned and budgeted for, yet flexible enough to adjust to unforeseen developments. All available communications media should be used to present information regarding the library to the community. The program should be reviewed periodically to ascertain its effectiveness.

XI EVALUATION OF LIBRARY SERVICE

To determine the effectiveness of the library in serving the needs of the community each regional library center must constantly evaluate its progress. Periodic evaluations should be related to the stated objectives of the system, scope and extent of the services, progress in adopting new developments and techniques. This evaluation can be made by the library system itself, by the state library agency, or by a library consultant.

C) MATERIALS

I STATEMENT OF POLICY

Every regional library center must have a written statement of policy approved by the local public library board, covering the selection and maintenance of its collection of books and non-book materials.

The statement should include the purposes, level of quality, and community needs to be reflected in acquiring materials. It must affirm the library's position on supplying resources on controversial subjects. It should outline the scope, emphasis, and limits of the collection, and the policies which govern withdrawals.

The statement should be reviewed regularly and revised as needed.

II MATERIAL RESOURCES

The collection's character and emphasis should be influenced by the existence of other library collections in the community and area. The library should keep itself informed on other book resources in the area and make every effort to develop cooperative plans for the use of these materials.

The materials added to the collection should meet high standards of quality in content, expression and format and should meet the needs and interests of the individual community. Materials selected should not be limited by format.

The readers in the community must have access to:

a) BOOKS

1) It is strongly recommended that the centers work toward the following standards and that each regional library center work toward a basic core of at least 20,000 book titles.
   a) Regional centers serving populations up to 5,000 persons need 20,000 books.
   b) Regional centers serving populations from 5,000 to 10,000 require 25,000 books
   c) Regional centers serving populations from 10,000 to 35,000 require 2½ books per capita
   d) Regional centers serving populations over 35,000 require aminimum 2 books per capita

2) The regional library center must add at least 1,000 new books per year, or new books totalling 5% of the recommended minimum collection for the area, whichever is greater. The percentage of the annual purchase allotted to children's titles would depend upon the population distribution of the community but approximately ¼ of the book budget should be designated for the children's collection. Up to 5% of its annual additions should be materials of specific interest to young adults.

3) The regional library center must provide an up-to-date reference collection to supply information most frequently needed (the basic core to be composed of the titles on the Nebraska Public Library Commission's *List of Reference Sources*

for Center Libraries, latest edition).

b) PAMPHLETS

The regional library center must develop and maintain pamphlet collections in order to provide materials on new or esoteric subjects which have not yet been incorporated into more conventional printed sources.

Sufficient quantities of more useful items should be acquired to serve system needs. Devices should be developed to provide information to participating libraries of the availability of items in this category and community libraries should be encouraged to organize their own pamphlet collections.

c) PERIODICALS AND NEWSPAPERS

1) The regional library center must provide periodicals which meet the needs and reflect the interests of the service area.

   a) Libraries serving populations up to 20,000 need 60 - 75 nationally indexed periodical titles.

   b) Libraries serving populations over 20,000 need 100 nationally indexed periodical titles.

   Non-indexed periodical titles are valuable but should be held in addition to the above. Indexed periodicals should be retained for five to ten years. Photocopy equipment should be available in each regional library center to service the patron and the member library's needs. (Microfilm copies of indexed periodicals are available from the Nebraska Public Library Commission. A list is available upon request.)

2) The regional library center should include the local newspapers from the service area, state papers for adequate coverage of the state and state government (the Lincoln and Omaha papers), and a nationally indexed newspaper.

d) INDEXING SERVICES

The regional library center must plan to acquire a broad range of indexing services. Access to materials in collections is simplified by consolidated indexing services, and processing units can be relieved of much duplicative efforts if these devices are properly maintained. While not all can be considered as such, many are extensions of the card catalog. (Examples: Short Story Index, Index to Plays in Collections, Essay and General Literature Index, etc.)

e) GOVERNMENT DOCUMENTS

Regional centers will become selective U. S. Government Document depositories or will make full use of those elsewhere in the state.

f) AUDIO VISUAL MATERIALS

1) FILMS

The regional library center will acquire films only when feasible for the service area. All others will need to make extensive use of the film collections in the Library Commission. (Lists are revised annually and are available upon request.)

2) RECORDINGS

a) The center's basic collection of recordings for the system should consist of one disc, cartridge or reel (tape) for each 50 people.
b) The center's annual replacements and additions should average 10-15% of the basic collection.

3) OTHER FORMS AND DEVICES

The center must keep abreast of developments and acquire new forms as needed.

Examples:

Teaching machines and associated materials.
Closed circuit television.
Educational television.

g) LOCAL HISTORY MATERIALS

The regional library center needs to collect local history material, and make it available for the people of the region, only if this is not being done elsewhere in the community.

D) SELECTION, ORGANIZATION AND CONTROL OF MATERIALS

I SELECTION OF LIBRARY MATERIALS

Materials must be regularly and carefully selected to meet the needs and interests of the library clientele.

Materials should include a wide variety of subjects, both fiction and non-fiction, and various forms of materials as needed, such as books, periodicals, records, pictures, etc.

Materials on controversial questions must not be excluded, and selection should include materials on the major differing points of view.

Gift materials should be added to the collection only when they meet the above criteria.

Systematic removal of materials no longer useful is essential to maintaining the purposes and quality of resources. Outdated, seldom-used, or shabby items remaining in the collection can weaken a library as surely as insufficient acquisitions. In time, such material characterizes the whole collection, overshadowing newer and more useful purchases. Outdated materials should obviously be removed. Annual withdrawals from community libraries should average at least five percent of the total collection. Regional library centers should carefully consider withdrawals and not necessarily make them to conform to numerical ratios.

II PROCESSING

(A study is now underway to determine feasibility of centralized acquisition and cataloging, either within the system or with a processing center.) Revision of this section will be submitted when the study is completed.

1) ORDERING

Order records must follow sound business practices but at the same time be as simple as possible. They must show at any time, for the current fiscal period, what is on order, what has been received, expenditures, balances, and commitments.

Materials acquired on subscription should be recorded on simple check-in records as they are received.

Materials should be purchased from the most economical source commensurate with satisfactory service.

Free materials, meeting the established selection criteria, should be solicited.

2) CATALOGING

Materials in the collection must be organized so that they may be readily located by library patrons with the use of simple directions and be made easily available to them.

Major materials in the collections should be cataloged so that they

may be identified by author or main entry, by title, and by appropriate subjects.

These materials should be organized by subject classification or code notation so that they can be orderly arranged and easily identified and located.

Some forms of materials such as clippings, pamphlets or pictures may be arranged so that they may be approached directly by subject or other designation, but differing methods of organization of materials should be held to a minimum.

Cataloging, classification, code notation, subject headings, and filing must follow established systems or codes but should be as simple as is consistent with needs of library patrons.

All records must be kept orderly and up-to-date.

Data should be recorded regularly and simply to provide information on the size and use of the library's collections, to aid in making administrative decisions, and to report to statistics-gathering agencies.

E) PERSONNEL

The library system must have adequate and competent personnel to render effective service. The library's unique function of serving as the one unbiased, nonpartisan source of information for all the people calls for personnel of the highest competence and integrity. The selection of qualified staff members, as well as the organization and conditions under which they work, are basic considerations in an institution dedicated to public service.

I LIBRARY POSITIONS SHOULD BE CLEARLY DEFINED AND DIFFERENTIATED IN TERMS OF REQUIREMENTS, DUTIES, AND RESPONSIBILITIES

Each library should have a position classification plan, grouping similar positions together for equitable personnel administration.

Appointments and promotions of personnel in libraries should be on the basis of merit, without regard for race, sex, marital status, national origin, political opinions or religious beliefs.

In the classification plan positions should be distinguished as:

Professional
Subprofessional
Clerical

Professional positions require for their adequate performance:

An understanding of library objectives, functions, procedures and techniques.

A familiarity with principles of library organization and administration.

Acquantance with the content and use of information and bibliographic tools.

An understanding of materials and users, and the means by which they are brought together in effective relationships.

These positions normally require persons with a knowledge of the basic principles of librarianship as taught in an accredited library school. There are exceptions such as the business manager, public relations officer, personnel officer, research director, etc., which require special or advanced professional education in fields other than or in addition to library science.

Subprofessional positions require a broad, general education strengthened by introductory library school courses, formal in-service training and/or well-supervised library experience. Subprofessional staff members perform elementary professional tasks under the guidance of a professionally trained librarian.

Clerical positions may require specialized training and skill and clerical or other ability of a high order.

The professional and subprofessional staff in a library system should be approximately one-third of the total personnel; supporting staff, including

clerical staff, clerical supervisors and other non-librarian staff (excluding maintenance staff) should be approximately two-thirds.

Within reasonable and practical limits, duties and responsibilities should be assigned consistent with classification.

II ALL STAFF MEMBERS SHOULD HAVE QUALIFICATIONS FOR COMPETENT PERFORMANCE OF THEIR DUTIES

The professional librarian should be qualified by five years of formal education beyond secondary schooling, including graduation from a library school accredited by A.L.A. Besides the formal qualifications, successful librarians will have personal qualities which include a sense of purpose, understanding of people, dedication to service, and awareness of community needs, objectives, and problems. The public librarian should be open-minded, alert to changing conditions, and able to devise and utilize new means and methods. With intelligence, imagination, and wide knowledge of materials, he should make library resources vital to individuals and groups.

Subprofessional staff members should be college graduates. Besides personal characteristics similar to those required for professional librarians, the subprofessional staff member, preferably, will be working toward graduate library education.

Clerical staff members should be high school graduates with college when possible, and with personal qualifications and skills necessary to their positions.

III THE LIBRARY SHOULD OBSERVE STANDARDIZED PERSONNEL ADMINISTRATION PRACTICES RECOGNIZED IN FEDERAL, STATE, AND LOCAL GOVERNMENT AGENCIES

A position classification plan forms the basis for sound personnel practices. The following practices also have particular application to libraries.

The library should provide equitable pay scales based on the position classification plan.

There should be a specified probationary period.

Regional Library centers should maintain a well-organized program of in-service training for the staff in all classes of positions, and provide encouragement and financial assistance in attending workshops and conferences to increase competence on the job.

A written performance evaluation should be made on each employee at least once a year, and discussed with him.

IV ALL STAFF MEMBERS SHOULD HAVE CONDITIONS OF EMPLOYMENT THAT INSURE JOB SATISFACTION AND HIGH MORALE

Good personnel administration is concerned with the comfort and welfare of each employee, as well as with his efficiency.

All employees should be covered by retirement plans (including or supplemented by Social Security) and insurance, to protect them in the face of illness, accident, disability and retirement.

Provision should be made for daily rest periods, and sick leave with pay.

Staff members should be protected against discharge or demotion without adequate cause and a fair hearing; political, religious, or personal views should not constitute for dismissal.

V PERSONNEL ADMINISTRATION IN LIBRARIES SHOULD INSURE HARMONIOUS RELATIONSHIPS BETWEEN ADMINISTRATION AND EMPLOYEES AS WELL AS AMONG EMPLOYEES

Personnel administrators have a dual responsibility; to achieve maximum performance from employees and to recognize their rights and needs as individual human beings. Staff members should be given opportunity and encouragement to offer views and suggestions, and to assist in planning and policy development. They should be kept fully informed about decisions and plans.

The chief librarian should serve as the principal channel of communication between the library staff and the library board.

Clearly defined channels of two-way communication between administration and staff members should be set up for discussion and adjustment of individual and staff problems.

Policies and practices of personnel management should be codified, periodically reviewed and made available to all staff members.

VI SALARIES FOR STAFF MEMBERS SHOULD BE AT A LEVEL TO ATTRACT AND HOLD PERSONNEL WITH THE QUALIFICATIONS SPECIFIED IN THESE STANDARDS

A degree in library science from an A.L.A. accredited library school, as well as continuing study to keep abreast of new methods and materials, is required of the professional librarian. These factors alone, aside from the high personality qualifications required, necessitates a high initial salary to attract competent people. In order to hold and reward superior personnel, a substantial range of salary increases through increments and promotion is essential. The fact that the market for librarians is national, not local, must be recognized in establishing professional salary scales. Since compensation patterns change from time to time, no permanent figures are suggested here.

Professional librarians' salaries should be comparable with salaries for other professions with comparable educational requirements and with which libraries are competing on a national scale for new recruits.

Salary schedules should be adopted with equitable ranges between grades, reviewed annually.

Other personnel should receive pay comparable to that received for similar work under similar conditions in the locality.

As staff members assume specialized duties or greater responsibilities, compensation should be correspondingly higher to reflect the higher level of position held.

VII THE NUMBER OF STAFF MEMBERS SHOULD BE SUFFICIENT TO PERFORM THE DUTIES INVOLVED IN SELECTING, ORGANIZING, AND INTERPRETING MATERIALS, AND TO PROVIDE CONSISTENTLY EFFICIENT SERVICE AT ALL HOURS WHEN THE HEADQUARTERS UNIT AND COMMUNITY OUTLETS ARE OPEN TO THE PUBLIC

Many variables effect the size of adequate staff: e.g., population served, volume of work, geographic spread of the district served, number of departments, number of specialists required to meet special community needs, and physical arrangements of buildings.

One staff member (full time or equivalent) should be the minimum provision for each 2,000 - 2,500 people in the service area.

VIII THE STAFF IN EACH REGIONAL LIBRARY CENTER SHOULD INCLUDE PERSONS PROFESSIONALLY TRAINED IN THE SPECIALIZED SERVICES REQUIRED

In each regional library center there should be at least two professional staff members:

1) Supervision and administration of the regional library center and its services.

2) Supervision of the extension of services through the bookmobiles, branches, deposits, etc.

(Whenever feasible, the regional library center should include professional staff members for specialized services to children, young adults, and adults.)

X CERTIFICATION

Professional or subprofesional staff should be under Nebraska Library Association voluntary certification plan which is based on training and/or experience.

F) PHYSICAL FACILITIES

Nebraska Boards and Librarians, prior to the planning of a new library building, should thoroughly understand the community to be served and the place of the library in that community. They should consult with the Nebraska Public Library Commission during all stages of the building project.

The principles and standards for physical facilities included in this section apply specifically to regional library centers as they are defined in the state plan. However, they are applicable in substance to all libraries in Nebraska, according to the unique conditions that may exist.

The principles and standards are equally relevant to the erection of a new building or to the improvement of an existing structure.

A library building should be planned by the cooperative efforts of a planning team from the beginning to the end of the project. This team should include:

a) The library board
b) The librarian
c) The architect-engineer
d) A library building consultant unless the librarian has demonstrated skill in library building planning.
e) A library interiors planning consultant who might be a professional interior planner, or the librarian, architect, or library building consultant, if experienced in layout, selecting and writing specifications for library furnishings and equipment.

Planning should start with a careful study by the planning team of printed materials about library buildings and visits to existing buildings which are similar in scope to the needed facility. The study and visits should be followed by the preparation of a written building program which will:

a) Describe the purpose, scope and function of a library building to meet the needs of the specific community in relation to other libraries in the system and geographic area.
b) Outline in detail the areas needed within the building, their functions, size requirements, and relationships to one another.
c) Specify the capacity of each area for books, related materials, and seating.
d) Define generally the aesthetic character of the building and of each area within the building.
e) Chart generally the type and nature of furnishings and equipment for each area.

I THE PHYSICAL FACILITIES OF A PUBLIC LIBRARY SHOULD EXPRESS THE PROGRAM OF LIBRARY SERVICE

Fundamentally, a library is not a building but a service organization. The pattern of service to be rendered in a specific community will determine the nature of its physical facilities; there is no standard building plan for public library operation.

II THE LIBRARY BUILDING MUST BE INVITING AND EASY TO USE

The convenience and comfort of the public should be given primary consideration, starting with the entrance at street level and carrying through to seating arrangements which suit a variety of reading needs and habits. The inviting beauty of the library structure, inside and out, depends upon skillful handling of proportion, line, light, and color.

The library building and its services should have:

a) Readily apparent exterior identification and illumination.
b) Exhibit space.
c) Book and comfortable reading areas.
d) Entry access and interior features to facilitate use by the infirm and handicapped.
e) A directory near the entrance to provide information about services, activities, offices and their locations.
f) Easily located and identified service points, areas, and library materials.

III THE LIBRARY BUILDING SHOULD BE EFFICIENT, FLEXIBLE AND EXPANDABLE

Library buildings should be planned to accomodate community population growth for some twenty years, plus the accelerated use of libraries growing out of the increased emphasis on formal and continuing education. Experience indicates that use of a library will increase substantially when an attractive functional, new building has been opened. The building must be planned to encourage extensive and effective public use. The building must be planned to permit staff efficiency in all functions.

The building site and the orientation of the building on the site should permit future enlargement of the building.

The several sections of the library which readers use most frequently (book areas, reading areas, catalogs, information sources, and service desk) should be located for public convenience and in functional relationship to permit economical operation and ease of supervision.

Logical locations for freight delivery, shipping, materials, storage, and cataloging and preparation of library materials should be planned in functional proximity to each other.

Fixed, load bearing walls should be kept to a minimum, and stairways, elevators, book lifts, plumbing, and heating and air conditioning ducts which penetrate the floors should be located to provide flexibility in building utilization and to allow building enlargement without excessive cost.

Building plans must comply with state and local zoning, setback, and building regulations except for such reasonable variances as are legally approved.

IV APPROPRIATE AND ADEQUATE QUALITY AND QUANTITY OF LIGHTING AND OTHER MECHANICAL EQUIPMENT SHOULD BE PROVIDED IN THE BUILDING

The standards for the mechanical equipment must meet the specific needs of the building for its readers and staff, and such standards should be comparable to those used in the best public, commercial, and retail establishments. The quality and quantity of lighting is of prime importance in a structure planned for reading. Carefully engineered control of both sound

and temperature is particularly needed in a building designed for sustained periods of concentrated study. The control of temperature and humidity preserves library materials and contributes to reader comfort and staff efficiency.

The architect, with members of the planning team, should consult illuminating, heating and air conditioning, and acoustical engineers for information and guidance on the most appropriate materials and mechanical equipment.

The quality of lighting is more important than the intensity, but the intensity recommended in most circumstances would be about 50 foot candles of maintained intensity on the reading surfaces. (Maintained intensity will be about two-thirds of the new installation intensity.)

Special attention should be given to control of exterior and interior sound by means of building insulation, acoustical ceilings, sound absorbent wall coverings, carpet or resilient floor coverings, sound absorbent partitions.

Air conditioning and humidity control for materials preservation and human comfort must be used.

V FURNITURE AND EQUIPMENT SHOULD HARMONIZE WITH THE ARCHITECTURE OF THE BUILDING, CONTRIBUTE TO THE EFFICIENCY OF THE LIBRARY SERVICE PROGRAM, AND PROVIDE A COMFORTABLE, INVITING ENVIRONMENT

Comfort and convenience for library users together with conditions for staff efficiency provide essentials for good library service and a high return to the community for its investment in library buildings and service. Properly selected equipment aids in the efficient operation of the library service program. An experienced library interiors planner, as a member of the planning team, can contribute substantially by developing furniture and equipment layouts and budgets, selecting each item of furniture and equipment, and writing specifications to assure acquisition of the desired items.

Furnishings and equipment for a public library should be selected or designed with appropriate beauty, durability, comfort, and ease of maintenance to provide a facility that is pleasant and efficient to serve the varied needs and activities of the library's clientele and staff.

VI REGIONAL LIBRARY CENTERS SHOULD BE LOCATED AND DESIGNED TO PROVIDE MAXIMUM ACCESSIBILITY AND SPACE FOR THE FULL RANGE OF LIBRARY SERVICE NEEDED BY THE AREA SERVED

The regional library center is the focal point of service and administration both in its immediate locality and for the member or branch libraries affiliated with it. Here people find the level of library service that will help them meet their many interests, needs and obligations. The regional library center, which constitutes the reading and resource center for many people as well as the administrative center of the system, should be adequate to fulfill the objectives of the program of service.

The site for the public library building should be where the largest percentage of all people to be served will have access to the library frequently in the normal pursuit of their activities. The site should have heavy pedestrian traffic; be convenient to public transportation; and have conveniently available automobile parking in public, commercial or library parking lots.

Storage space and equipment for physical handling of audio-visual and other non-book materials should preserve such materials from damage and deterioration yet make them readily available to users.

Since the public library is the only library facility freely available to most adults, and since the majority of publications issued are directed to adults, the major space in a public library building should be allocated for materials, seating and services to adults.

Space should be allocated for books and services to children. Story hour space may be separate, or may be merged with multi-purpose meeting rooms.

Space should be considered for transitional services to meet the needs of young adults even though reading interests and educational requirements will cause them to use the adult areas.

Physical provision should be made for staff desks to provide consultative services to users, information and reference services to users by telephone and in person, and guidance in the use of the library's resources.

Book and material lending facilities should insure rapid, accurate handling of transactions. The facilities should include such machines and automated devices as will assure efficient and economical procedures.

Multipurpose rooms should be provided for meeting, viewing, and listening by groups and individuals with auxiliary space for chairs, folding-table storage, cloaks, audio and exhibit equipment.

Although adequate space and facilities for the acquisition and processing of library materials must be provided, the potential for centralization of acquisition and processing at system, regional, or state levels, or through commercial agencies, should be fully explored before the space is allocated.

Space must be provided for the activities of extending the library service program and may include the following:

a) Offices, work space, and storage.
b) Receiving and shipping facilities.
c) Storage and loading of bookmobiles.

The administrative area must be planned to allow for sufficient areas or offices to accommodate administrative and personnel directors, service coordinators, business and clerical personnel, and a supply depot.

Quarters must be provided for the personal needs of the library staff and should include a lounge and lunch room, kitchen, cloak lockers, sick bay and rest rooms.

Space <u>as needed</u> should be considered for the following services and functions:

a. Public cloak room, or costumers dispersed in reading areas.
b. Public pay telephone, and facilities for out-of-town telephone directories.
c. Photocopy equipment for use by staff and public.
d. Package lockers for public use with coin or token controls.
e. Typewriters for public use.
f. Drive-up book return facilities.

g. Public rest rooms located for visual control from staff service desks.
h. Smoking conveniences, or lounge space for smoking and light refreshments.
i. Study carrels for open or assigned use.
j. Vertical transportation for public, staff, books and equipment.
k. Conference rooms for board, staff, and group study.
l. Staff book examination space for book selection activities.
m. Printing, duplicating and photographic supplies and equipment.
n. Exhibit preparation supplies and equipment with drawing boards, paper cutters, sink and work tables.
o. Equipment storage, repair shop, and storage for maintenance supplies and equipment.
p. Janitor's closets <u>on each building level</u> equipped with mop and sink.

VII MINIMUM SPACE REQUIREMENTS

Population	Books	Seating	Staff	Square Feet
under 5,000	20,000	25 min.	2 min.	4,250 S.F. min.
5,000-10,000	25,000	4 per M	1 per 2.5 M	4,250 S.F. or 0.75 per capita whichever is greater
10,000-35,000	2.5 per capita	4 per M	1 per 2.5 M	7,500 S.F. or 0.7 per capita whichever is greater
above 35,000	2.0 per capita	- -	- -	- - - -

Space for meeting room and bookmobile area are not included in the above figures. Space for these services must be in addition to the above.